

Office of the Commissioner
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

DATE: January 12, 2016

TO: All Cabinet Secretaries and Undersecretaries

FROM: Jay Dardenne
Commissioner of Administration

Effective today, HotelPlanner.com will no longer be the only vendor to provide assistance with hotel/lodging accommodations. The contract with HotelPlanner.com specifically states that it is not exclusive and, based on my experience and input from other departments and agencies, my first act as Commissioner is to enable you to utilize the least expensive and most convenient option for arranging travel for state employees. Those who choose to use HotelPlanner.com are certainly free to do so; those who choose not to or those who wish to find a more efficient and less expensive way to book state travel likewise are free to pursue other options. Please note that all travel must comply with the provisions of PPM 49.

If you have any questions, please feel free to contact me or the Office of State Procurement.

JD/si